

911 Emergency Response Advisory Committee

Minutes

**THURSDAY ~ SEPTEMBER 17, 2015 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA**

MEMBERS

Chris Maples, Chair
Mike Brown
Aaron Kenneston
Rob Larson
Duane Meyer
Suzy Rogers
Teresa Wiley

1. **CALL TO ORDER AND ROLL CALL AND INTRODUCTION OF NEW MEMBER** [Non-action item]

Chair Maples called the meeting to order at 1:30 p.m. A quorum was established.

PRESENT: Mike Brown, Aaron Kenneston, Rob Larson, Chris Maples, Duane Meyer, Suzy Rogers and Teresa Wiley.

ABSENT: None.

Jen Gustafson – Deputy District Attorney, was also present.

2. **PUBLIC COMMENTS** [Non-action item]

There were no public comments.

3. **ELECTION OF VICE-CHAIR** [For possible action]

Chair Maples opened the nominations for the election of a Vice-chair to replace Daniel Johnson. Chair Maples commented that he believes the Vice-chair position should be filled by a representative from the City of Reno.

Hearing no public comments, Chair Maples asked for nominations.

Member Kenneston nominated Rob Larson to serve as Vice-chair. Member Rogers seconded the nomination.

Member Larson accepted the nomination.

Member Meyer nominated Suzy Rogers to serve as Vice-chair given her experience with the 911 Emergency Response Advisory Committee. Chair Maples seconded the nomination.

Member Rogers accepted the nomination.

The nomination of Rob Larson to serve as Vice-chair failed: Members Kenneston and Rogers assenting; and Members Brown, Larson, Wiley and Chair Maples dissenting

The nomination of Suzy Rogers to serve as Vice-chair carried: Members Brown, Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; Member Rogers dissenting.

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It was moved by Member Brown, seconded by Member Meyer, to close nominations and elect Suzy Rogers as Vice-chair carried: Members Brown, Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; Member Rogers dissenting.

4. APPROVAL OF MINUTES [For possible action] – July 16, 2015

Hearing no public comment, Chair Maples asked for board discussion or motion.

It was moved by Member Brown, seconded by Member Meyer, to approve the July 16, 2015, minutes, as submitted. The motion carried unanimously.

5. REVENUE/PAYABLES AND ENDING FUND BALANCE REPORTS [For possible action] – A review, discussion and possible action to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports.

Annette Van Der Wall – Technology Services, commented that extrapolation of the one month's revenue of \$138,646.00 is estimated to bring in \$1.66 million over the next fiscal year (2015/2016). Ms. Van Der Wall drew attention to a supplemental staff report that indicates a total of \$55,565.00 available for travel/training while maintaining a \$500,000.00 ending balance and \$172,975.00 contingency fund for other times.

Hearing no public comment Chair Maples asked for Board discussion or a motion. Chair Maples expressed his appreciation for the spreadsheet, which he finds very helpful.

It was moved by Member Meyer, seconded by Member Wiley, to accept the Revenue/Payables and Ending Fund Balance reports, as presented. The motion carried unanimously.

6. 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS [For possible action] – A review, discussion and possible action to amend the 911 Emergency Response Advisory Committee Bylaws.

Jen Gustafson – Deputy District Attorney, drew attention to updates made to the proposed bylaws that were not in the document previously distributed. Ms. Gustafson noted changes to pages 3 and 6 that clarify the responsibilities for primary and other dispatch center in Washoe County. Ms. Gustafson noted that if approved by the body at today's (September 17, 2015) meeting that she would ask that Chair Maples signed the original, which will then be distributed to the membership and placed on file with Technology Services.

Hearing no public comment, Chair Maples asked for Board discussion or a motion.

Member Meyer expressed his appreciation for Ms. Gustafson's work on the bylaws noting that it was not an easy task and was long overdue.

Member Brown concurred.

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It was moved by Member Brown, seconded by Member Rogers, to approve the amended 911 Bylaws as presented. The motion carried unanimously.

Ms. Gustafson asked that Chair Maples sign the final copy of the bylaws and make the document part of the record.

- 7. REQUEST FOR REIMBURSEMENT FOR TRAVEL AND TRAINING FOR THE WASHOE COUNTY PSAP (Public Safety Answering Point)** [For Possible Action] - *A review, discussion and possible action to approve, deny or otherwise modify a request for reimbursements for the costs associated with attending NENA (National Emergency Number Association) a public safety training conference for travel, registration, seminars, and meetings at cost not to exceed \$5,783.00.*

Member Brown provided an overview of the request noting that NLTFPD (North Lake Tahoe Fire Protection District) had funded the travel training so that training deadlines could be met. The final figure is \$5,782.00.

Hearing no public comment, Chair Maples asked for Board discussion or a motion.

It was moved by Member Meyer, seconded by Member Wiley, to approve the request for reimbursement of costs associated with the attendance at the NENA (National Emergency Number Association) public safety training concern at a cost not to exceed \$5,782.00. The motion carried unanimously.

- 8. FUNDING REQUEST - PRO-QA AND PRIORITY DISPATCH** [For possible action] – *A review, discussion, and possible action to approve, deny or otherwise modify a funding request for the Washoe County Sheriff's Office for the ProQA- Priority Dispatch Extended Service Plan/Annual Maintenance in an amount not to exceed \$19,573.00.*

Jenn Felter – Washoe County PSAP (Public Safety Answering Point), provided an overview of the request to fund ProQA and Priority Dispatch maintenance, including two (2) days of training in the amount of \$19,573.00.

Hearing no public comment Chair Maples asked for Board discussion or a motion.

Member Meyer commented that, in his opinion, this is a valuable tool that he would like to see deployed at all three (3) primary PSAP's (Public Safety Answering Point) thus providing a greater level of continuity of services in the region.

Responding to an inquiry from Member Rogers about cost increases, Ms. Felter explained that there have been slight increases over time and that any significant increase will be brought back to this body for review and approval. Ms. Felter further explained that she believes licenses for the City of Reno and City of Sparks PSAP's would most likely be part of the original Washoe County license.

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It was moved by Member Kenneston, seconded by Member Rogers, to approve the funding request for the Washoe County Sheriff's Office for the ProQA- Priority Dispatch Extended Service Plan/Annual Maintenance in an amount not to exceed \$19,573.00. The motion carried unanimously.

- 9. FISCAL YEAR 2015-2016 PUBLIC SAFETY TRAVEL/TRAINING REQUEST** [For possible action] – *A review, discussion and possible action to recommend that the BCC (Board of County Commissioners) approve, deny or otherwise modify a request to provide funding for a two (2) individuals from each of the three (3) primary PSAPs to attend a total of Three (3) Public Safety Training Courses: 1) Tiburon Annual Training Conference February 28 through March 2, 2016, San Diego, CA; 2) Navigator Conference, April 27 through 29, 2016, Washington DC; and 3) NENA (National Emergency Number Association) Conference June 11 through June 16, 2016, Indianapolis, IN, for the three (3) PSAPs (Public Safety Answering Point), in an amount not to exceed \$49,782.60.*

Gary Beekman – Washoe County Technology Services, noted that the dollar amount had changed and is now \$49,781.00 rather than the posted \$49,782.00.

Jenn Felter – Washoe County PSAP (Public Safety Answering Point), suggested that APCO (Association of Public Safety Communication Officials) conference be added as part of the training for the next fiscal year.

Responding to an inquiry as to whether the board could add the APCO conference to this particular agenda item, Jen Gustafson – Deputy District Attorney, explained that it could not be added to this item and would have to come back to a future meeting for discussion and action.

Member Kenneston commented that he believes this is a step in the right direction and that he hopes the next fiscal year will see a single request for travel training as a block item.

It was moved by Member Wiley, seconded by Member Brown, to approve provide funding for two (2) individuals from each of the three (3) primary PSAPs to attend a total of Three (3) Public Safety Training Courses: 1) Tiburon Annual Training Conference February 28 through March 2, 2016, San Diego, CA; 2) Navigator Conference, April 27 through 29, 2016, Washington DC; and 3) NENA (National Emergency Number Association) Conference June 11 through June 16, 2016, Indianapolis, IN, for the three (3) PSAPs (Public Safety Answering Point), in an amount not to exceed \$49,781.60. The motion carried unanimously.

- 10. AT&T PS/ALI Tariff** [For possible action] – *A review, discussion and possible action to accept the AT&T PS/ALI Tariff report.*

Tony Kiriluk – Washoe County Technology Services, recalled previous presentations to this body and billing issues dating back to 2013 when AT&T informed Washoe County that they would bill the tariff charges for support of 911 calls, including a tariff for PS-ALI. Mr. Kiriluk noted Renown was the only PS-ALI entity that had not moved from AT&T to the Intrado system. Of particular concern is that AT&T is not providing adequate support thus rendering the system information unreliable. Renown

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has indicated that 911 calls will be routed through Renown security offices who can identify the location on the campus. Renown has indicated their concerns about paying for a service that does not work. Mr. Kiriluk noted that the region cannot dictate which carrier an individual agency can use and that the current number of AT&T subscribers continues to decrease annual as individuals abandon landlines for other services. It is unclear what remedies are available.

Hearing no public comments Chair Maples asked for Board discussion or a motion.

Jen Gustafson – Deputy District Attorney, explained that unless there is a complete failure that meets a specific threshold, she is unsure what, if any, legal actions could be taken.

There was some minor discussion about how the calls appeared on the Reno PSAP (Public Safety Answering Point) console during an active shooter incident on the Renown Campus. It was noted that the call originated from Urology of Nevada Offices rather than one of the Renown offices. During the incident the dispatch center(s) received a number of calls from other witnesses including those on cellular devices.

It was moved by Member Rogers, seconded by Member Meyer, to accept the AT&T PS/ALI Tariff Report as presented. The motion carried unanimously.

- 11. 911 EMERGENCY RESPONSE ADVISORY COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS [Non-action item] – *No discussion among committee members will take place on this item. The next regular meeting is scheduled at 1:30 p.m., November 19, 2015.***

Member Brown noted that the State of Nevada will be selecting an individual to head the State FirstNet initiative. Member Brown encouraged member agencies to complete and return the survey form that will be used in the search and selection process for a qualified candidate. Statewide only seven police and fire departments have responded.

Member Rogers noted that there appears to be a lack of understanding and that she will schedule a meeting with regional department heads to discuss the matter. Additionally The Governor's Office has indicated they will accept responses beyond the October 1, date.

Member Kenneston suggested an agenda item that would allow an independent audit of Enhanced 911 Surcharge procedures and collections. Member Kenneston noted that the suggestion had come from an intermediary local consultant who indicated that there had been some successes in increasing Surcharge Collections in other jurisdictions through use of an audit Consulting firm.

Member Brown commented that he believes this may be a suitable topic of discussion and recalled the Matrix review and report that looked at conformance with state requirements.

Member Kenneston stated that he would research and provide the audit consulting firm's name for the agenda item.

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Jen Gustafson – Deputy District Attorney, suggested that there be no further discussion at this meeting and that an agenda item be formulated once additional information is available.

12. PUBLIC COMMENT [Non-action item]

There were no public comments.

13. ADJOURNMENT [Non action item]

Chair Maples adjourned the meeting at 2:16 p.m.

**AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION
ON NOVEMBER 19, 2015.**